



**Court Services and Offender Supervision Agency
for the District of Columbia**

OPERATIONAL INSTRUCTION

Operational Instruction CSS-2005-02

Effective: June 1, 2005

Approved: Thomas H. Williams /signed/

Thomas H. Williams
Associate Director,
Community Supervision Services

Residential Contacts / Sleeping Arrangement Information

This operational instruction is forwarded as guidance with respect to the aforementioned topic.

Recently, Court Services and Offender Supervision Agency (CSOSA) and the Metropolitan Police Department (MPD) engaged in dialogue to enhance our partnership and promote safety for law enforcement officials with respect to our offender contacts and possible apprehensions at the offenders' residence. A specific area of concern is that on occasions offenders do not experience a positive supervision experience and need to be remanded to custody, based on Alleged Violation Reports, submitted by Community Supervision Officers (CSOs) from CSOSA to the releasing authorities.

In order to facilitate the arrest of these offenders, we provide MPD with a profile of the offender from our information system which includes basic information that may assist MPD in taking the offender into custody. Early notification to MPD of a new arrest or other recalcitrant behaviors of an offender under the supervision of CSOSA is critical to public safety and CSOSA's mission.

Conducting home contacts is one of CSOSA's strategies instituted to accomplish our goals of determining the suitability of the residence to benefit the pro-social change of the offender, prevent crime, and support offender compliance to the terms and conditions of their release. The home contact facilitates the gathering of information that can be crucial in establishing or modifying a supervision plan that will be beneficial to the offender's community adjustment. This activity also provides CSOSA and MPD with the general characteristics of the area that the offender spends most of his or her time while in the residence. For example, knowledge of the home and its layout is crucial to assist our law enforcement partners in the apprehension of offenders who have outstanding warrants for their arrest.

The characteristics of the sleeping quarters should be noted during the initial home contact and recorded in SMART by the CSO. The following CSO functions and activities while conducting home verifications specific to their area of responsibility can provide this information:

- **Diagnostics**-When conducting the initial visit to the residence of the presentenced offender, the CSO should ask when appropriate, the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to be released to the community to view the area where the offender would sleep or spend most of their time.
- **Transitional Intervention for Parole Supervision (TIPS)**-When conducting the initial contact to the residence during the offender's period of supervision by the Bureau of Prisons, the CSO should ask when appropriate, the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to be released to the community to view the area where the offender would sleep or spend most of their time.
- **General Supervision Branch**-When conducting the initial home contact, or when an offender has moved and reported a new address, the CSO will conduct an initial visit and ask the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to view the area where the offender will sleep or spend most of their time.
- **Domestic Violence (Supervision)**- When conducting the initial home contact, or when an offender has moved and reported a new address, the CSO will conduct an initial visit and ask the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to view the area where the offender will sleep or spend most of their time.
- **Substance Abuse and Treatment Branch**-When conducting the initial home contact, or when an offender has moved and reported a new address, the CSO will conduct an initial visit and ask the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to view the area where the offender will sleep or spend most of their time.
- **Interstate Branch**- As appropriate and required, when conducting the initial home contact, or when an offender has moved and reported a new address, the CSO will conduct an initial visit and ask the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to view the area where the offender will sleep or spend most of their time.
- **Special Supervision** - When conducting the initial home contact, or when an offender has moved and reported a new address, the CSO will conduct an initial visit and ask the landlord, legal owner, or adult tenant/occupant who is offering the residence to the offender to view the area that the offender will sleep or spend most of their time.

In collaboration with our partners, CSS has major public safety role and responsibility to the residents and stakeholders of the District of Columbia and to ensure that the offenders we supervise are held accountable for their actions.

We must approach our duties with professionalism, be courteous, and, overall, and not be overbearing or insensitive when performing our duties. In collaboration with our law enforcement partners and stakeholders, we must continue to promote public safety and offender rehabilitation through various skill sets and proven intervention practices.